

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120027-5

REPORTS INVENTORY

SD 102.3

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Supply Operations Report

2. TYPE
OF
REPORT☒ STATISTICAL☐ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☐ PERSONNEL☒ LOGISTICS☐ MEDICAL☐ TRAINING☐ SECURITY☐ FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not number of copies)

One

7. FORMAT (memorandum, form computer print-out, etc)
Memorandum

8. ADP PROCESSING

☐ YES☒ NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

SDI 7-3 dated 10 February 1966

10. PREPARING COMPONENT (include lowest level contributing information to report)

Requisition Processing Section

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED	=	COST PER YEAR
GS-5	3.15		1		3.15		12		37.80

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

37.80

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required by OL Management

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)☐ CHANGE☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

15. DATE OF INVENTORY

5 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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Chief, CCDB/SD/OL

18. EXTENSION

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(22-36-43)

STAT

FORM 142
9-70